# NOTICE OF PRELIMINARY DRAFT OF PROPOSED AMENDMENTS TO LOCAL RULES U.S. DISTRICT COURT, DISTRICT OF ALASKA

# Comments are sought on proposed amendments to Local Rules [Civil and Criminal]

All Comments received become part of the permanent files on the rules.

# Written comments on the preliminary draft rules are due not later than June 30, 2011

Address all communications on rules to:

United States District Court, District of Alaska Attention: Court Rules Attorney 222 West Seventh Avenue, MS 4 Anchorage, Alaska 99513-7564

or

e-mail to <a href="mailto:AKD-Rules@akd.uscourts.gov">AKD-Rules@akd.uscourts.gov</a>

#### CONTENTS

SYNOPSIS OF PROPOSED AMENDMENTS		1
Local (Civil) Rules		1
Local Criminal Rules		
RED-LINED VERSION		2
Local (Civil) Rules		
Rule 16.2 Alternative Dispute Resolution		
Rule 16.3 Administrative Agency Appeals		
Rule 59.1 Motions for Reconsideration of Non-Appealable Orders		
Local Criminal Rules		
Rule 49.1 Electronic Case Filing		
CLEAN VERSION		
Local (Civil) Rules		6
Rule 16.2 Alternative Dispute Resolution		6
Rule 16.3 Administrative Agency Appeals		. 10
Rule 59.1 Motions for Reconsideration of Non-Appealable Orders		. 12
Local Criminal Rules		. 13
Rule 4.1.1. Complaint, Warrant, or Summons by Telephone or Other Reliab	le Electr	ronic
Means		
Rule 49.1 Electronic Case Filing		. 13

#### SYNOPSIS OF PROPOSED AMENDMENTS

#### Local (Civil) Rules

LR 16.2 "Alternative Dispute Resolution" – Subparagraph (a)(2)[A] amended to make clear that other ADR processes may be ordered by the court even if the absent of consent. Paragraph (c)(1) amended to clarify that the court may order a settlement conference as well as mediation. Subdivision (f) amended to make the clear the confidentiality requirements of mediation apply equally to settlement conferences. These amendments reflect the actual practice in the court with respect to settlement conferences.

LR 16.3 "Administrative Agency Appeals" – In paragraph (e)(2), the reference to (d)(1) is corrected to refer to paragraph (e)(1).

LR 59.1 "Motions for Reconsideration of Non-Appealable Orders" – Time for filing a response to the motion in subsection (d) has been increased from 7 to 14 days from the date of entry of the order. Practice has shown that the current 7 days is frequently too short for a party to file an opposition to a motion for reconsideration. The amendment also makes this Rule consistent with L.R. 59.2.

#### LOCAL CRIMINAL RULES

LCrR 4.1.1 "Complaint, Warrant, or Summons by Telephone or Other Reliable Means" [New] – Procedure implementing Fed. R. Crim. P. 4.1 [new] (effective 12/1/2011). Subsection (a) makes clear that the receipt of information is at the discretion of the magistrate judge. Subsection (b) provides the time within which the request for electronic submission must be made. [The 24-hour period is determined under Fed. R. Crim. P. 45(a)(2).] Subsection (c) provides the necessary content for the request. Subsection (d) places the responsibility for complying with the requirements of Fed. R. Crim. P. 4.1 on the requesting party.

LCrR 49.1"Electronic Case Filing" – Amended to implement the amendments to Fed. R. Crim. P. 3, 4, 9, and 41 (allowing for the consideration, issuance, and, where applicable, return of, complaints, warrants, summonses, by electronic means) and 49 (authorizing papers to be signed and verified electronically), and reflect the changes made by the adoption of Fed. R. Crim. P. 4.1 [new] (effective 12/1/2011).

#### **RED-LINED VERSION**

Local (Civil) Rules

# **Rule 16.2 Alternative Dispute Resolution**

- (a) Policy Favoring Settlement by ADR Methods.
- (1) *Mediation*. The court favors resolution of cases by negotiation to reduce litigation expense. To this end, the court promotes the use of mediation.
  - (2) Other ADR Processes.
  - [A] Other Alternative Dispute Resolution (ADR) processes may be used where agreed by the parties or ordered by the court, including early neutral evaluation, arbitration, settlement conference, summary jury trial, and mini trial.
  - [B] The court will not make its personnel or facilities available for summary jury trials or mini trials and will not summon jurors to participate in those proceedings.

# (b) Use of ADR Processes.

- (1) Early Consideration of ADR Processes. At an early stage in every case, the parties must actively consider mediation or other ADR processes to facilitate, less costly resolution of the litigation.
- (2) Coordination of ADR With Case Management Rules. At the meeting of parties under Rule 26(f), Federal Rules of Civil Procedure, and any conference regarding case management under Rule 16, Federal Rules of Civil Procedure, litigants must discuss the advisability of using mediation or other ADR processes.
- (c) Adoption of ADR Process in a Particular Case.
- (1)  $\underline{\textit{Mediation}}\underline{\textit{Mediation}}\underline{\textit{Settlement Conference}}$ . The court may order mediation  $\underline{\textit{or a settlement}}$  conference:
  - [A] upon request of the parties, or one of them; or
  - [B] on the court's own motion.
- (2) Other ADR Processes. In addition to mediation and settlement conferences, the parties may stipulate, subject to court approval (and, in the case of arbitration, 28 U.S.C. §§ 654=658), to use any appropriate ADR process.

- (f) **Confidentiality of** Mediation Mediation/Settlement Conference Communications. This subsection applies to communications, during, preliminary to, or after all mediation or settlement conference sessions.
- (1) Communications by the <u>Mediator Mediator/Settlement Judge</u>. No communication by a mediator <u>or a settlement judge</u> may be disclosed by any person unless all parties to the mediation and the mediator consent.
- (2) Communications by Others. A communication made by a person other than the mediator <u>or settlement judge</u> may be disclosed by a person other than the mediator <u>or settlement judge</u> only if all parties consent in writing.

- (3) <u>Mediation Mediation/Settlement</u> Statements. Mediation <u>or settlement</u> statements submitted to the mediator <u>or settlement judge</u> in confidence or shared with other <u>mediation</u> parties <u>to the process</u>:
  - [A] may not be disclosed to anyone else without the parties" express consent; and
  - [B] are not admissible in evidence in any proceeding related to subject matter of the mediation or settlement conference.
- (4) Unprotected Communications. Notwithstanding paragraphs (f)(1) and (f)(2), a communication is not protected to the extent that disclosure is required by state or federal law.
- (5) Court May Authorize Disclosure. Notwithstanding paragraphs (f)(1) and (f)(2), a communication may be disclosed if the court, after a hearing, determines that:
  - [A] disclosure does not circumvent Rule 408, Federal Rules of Evidence and Rule 68, Federal Rules of Civil Procedure:
    - [B] disclosure is necessary in the particular case to prevent a manifest injustice; and,
  - [C] the necessity for disclosure is of sufficient magnitude to outweigh the importance of protecting the general requirement of confidentiality in mediation or settlement proceedings.
  - (6) Application to Associates and Staff.
  - [A] Disclosure of confidential information to the staff and associates of the parties, their counsel, or the mediator or settlement judge, may be necessary to accomplish the mediation.
    - [B] All staff and associates are subject to this confidentiality rule.

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## **Rule 16.3 Administrative Agency Appeals**

\* \* \*

(e) Failure to Timely File Briefs.

\* \* \* \*

(2) In the event the plaintiff fails to file plaintiff's principal brief by the time specified, including any extensions thereof, the clerk will issue a notice that unless within ten (10) days after notice is sent, the brief together with a motion to accept a late filed brief as provided in paragraph (de)(1) is filed with the court or good cause for the failure to file the brief be shown, the clerk will enter an order dismissing the case.

# Rule 59.1 Motions for Reconsideration of Non-Appealable Orders

- (d) **Response**. No response to a motion for reconsideration may be filed unless requested by the court.
- (1) Unless otherwise ordered by the court, a response to the motion must be filed within  $\frac{1}{2}$  days- of entry of the order requesting a response.
  - (2) A response is limited to five (5) pages.
  - (3) Generally, the court will not grant reconsideration without first requesting a response.

# **Rule 49.1 Electronic Case Filing**

- (c) Special Filing Requirements for Criminal Cases.
  - (1) Indictments.
    - [A] Indictments must be presented to the court in conventional (paper) format; and
    - [B] On a disk in electronic (.pdf) format as follows—
    - (i) the entire indictment with the name and/or signature of the jury foreperson redacted, and
    - (ii) as a separate document, the signature page bearing the digitally imaged ("scanned") signature of the jury foreperson.
  - (2) Complaints, Warrants, and Summonses.
  - [A] \(\frac{\text{Complaints, w}}{\text{complaints, w}}\) arrants, and summonses may be filed conventionally or electronically in accordance with the CM/ECF \(\frac{\text{a}}{\text{d}}\) dministrative \(\frac{\text{p}}{\text{P}}\) rocedures promulgated by the Clerk of the Court.
    - [B] WComplaints, warrants and summonses may be issued electronically.
- (3) CJA Documents. CJA Documents will be filed as provided in the CJA Plan and CJA Compensation Policy Manual adopted by the court and the CM/ECF <u>Administrative</u> Procedures promulgated by the Clerk of the Court.

#### **CLEAN VERSION**

Local (Civil) Rules

#### **Rule 16.2 Alternative Dispute Resolution**

#### (a) Policy Favoring Settlement by ADR Methods.

- (1) *Mediation*. The court favors resolution of cases by negotiation to reduce litigation expense. To this end, the court promotes the use of mediation.
  - (2) Other ADR Processes.
  - [A] Other Alternative Dispute Resolution (ADR) processes may be used where agreed by the parties or ordered by the court, including early neutral evaluation, arbitration, settlement conference, summary jury trial, and mini trial.
  - [B] The court will not make its personnel or facilities available for summary jury trials or mini trials and will not summon jurors to participate in those proceedings.

#### (b) Use of ADR Processes.

- (1) Early Consideration of ADR Processes. At an early stage in every case, the parties must actively consider mediation or other ADR processes to facilitate less costly resolution of the litigation.
- (2) Coordination of ADR With Case Management Rules. At the meeting of parties under Rule 26(f), Federal Rules of Civil Procedure, and any conference regarding case management under Rule 16, Federal Rules of Civil Procedure, litigants must discuss the advisability of using mediation or other ADR processes.

#### (c) Adoption of ADR Process in a Particular Case.

- (1) Mediation/Settlement Conference. The court may order mediation or a settlement conference:
  - [A] upon request of the parties, or one of them; or
  - [B] on the court's own motion.
- (2) Other ADR Processes. In addition to mediation and settlement conferences, the parties may stipulate, subject to court approval (and, in the case of arbitration, 28 U.S.C. §§ 654–658), to use any appropriate ADR process.
- (d) **Timing of Mediation**. Unless otherwise ordered, mediation ordered by the court must be conducted within ninety (90) days after the issuance of the initial case management order.

#### (e) Conduct of Mediation.

- (1) Use of Agreed Upon Mediator; Order. Where the parties agree to mediate and on the choice of mediator, the parties must lodge a proposed order setting forth:
  - [A] the name and address of the mediator;
  - [B] whether mediation statements—
    - (i) are to be submitted to the mediator,

- (ii) are to be shared or confidential,
- (iii) any limitation in length, and
- (iv) when they are to be submitted;
- [C] the mediator's fee schedule and required payment arrangements, including how the parties will allocate those costs;
  - [D] the time and place the mediation is to commence and time available; and
- [E] the name and position of the principal who will attend, who will normally be someone with authority to approve a settlement or one with substantial influence in whether a settlement should be approved (in which case, someone with authority should be readily available to ratify a settlement).
- (2) Selection of Mediator by the Court; Order.
- [A] If the parties cannot agree upon the mediator, the court may order that they mediate before a United States district, bankruptcy or magistrate judge, including a senior judge or retired judge, who is not assigned to the case and who consents to serve.
- [B] The judge will have the same duties, powers and rights as any other mediator under these rules, except as otherwise noted in this rule or as required by statute.
- [C] Upon selection, the parties must meet with the mediating judge and lodge an order similar to that required under paragraph (e)(1), except the order will not provide for payment of compensation to the judge for acting as a mediator.
- (3) Mediator's Report of Results of Mediation.
- [A] Upon conclusion of the mediation, the mediator must promptly file a report indicating whether the case has settled in whole or in part, whether any follow up is scheduled, and any additional information that all parties have agreed in writing should be included in the report.
- [B] The parties, or their counsel, must sign the mediator's report and any separate document setting forth their agreement, which, upon appropriate motion, the court may allow to be filed under seal.
- (4) Implementing a Settlement.
- [A] If the mediation results in settlement, the parties must lodge appropriate closing papers, or in the case of a partial settlement, papers appropriate to accomplish the partial settlement, within thirty (30) days from the filing of the mediator's report.
- [B] Upon written request filed within thirty (30) days, the court may enlarge the time within which to file the appropriate closing papers.
- (f) Confidentiality of Mediation/Settlement Conference Communications. This subsection applies to communications, during, preliminary to, or after all mediation or settlement conference sessions.
- (1) Communications by the Mediator/Settlement Judge. No communication by a mediator or a settlement judge may be disclosed by any person unless all parties to the mediation and the mediator consent.

- (2) Communications by Others. A communication made by a person other than the mediator or settlement judge may be disclosed by a person other than the mediator or settlement judge only if all parties consent in writing.
- (3) *Mediation/Settlement Statements*. Mediation or settlement statements submitted to the mediator or settlement judge in confidence or shared with other parties to the process:
  - [A] may not be disclosed to anyone else without the parties' express consent; and
  - [B] are not admissible in evidence in any proceeding related to subject matter of the mediation or settlement conference.
- (4) Unprotected Communications. Notwithstanding paragraphs (f)(1) and (f)(2), a communication is not protected to the extent that disclosure is required by state or federal law.
- (5) Court May Authorize Disclosure. Notwithstanding paragraphs (f)(1) and (f)(2), a communication may be disclosed if the court, after a hearing, determines that:
  - [A] disclosure does not circumvent Rule 408, Federal Rules of Evidence and Rule 68, Federal Rules of Civil Procedure;
    - [B] disclosure is necessary in the particular case to prevent a manifest injustice; and,
  - [C] the necessity for disclosure is of sufficient magnitude to outweigh the importance of protecting the general requirement of confidentiality in mediation or settlement proceedings.
  - (6) Application to Associates and Staff.
  - [A] Disclosure of confidential information to the staff and associates of the parties, their counsel, or the mediator or settlement judge, may be necessary to accomplish the mediation.
    - [B] All staff and associates are subject to this confidentiality rule.

#### (g) Conflicts of Interest.

- (1) Definition. A conflict of interest for a mediator is a dealing or relationship that might reasonably be thought to create an appearance of bias.
  - (2) Disclosure; Further Proceedings.
- [A] The mediator has a responsibility to disclose all dealings and relationships defined in paragraph (g)(1).
- [B] If all parties agree, in writing, to mediate after being informed of all actual, apparent, or potential conflicts of interest, the mediator may proceed with the mediation; otherwise the mediator must decline to proceed.

#### (h) Immunity of Neutrals .

- (1) Any private person serving as a neutral under this rule is deemed to be performing a quasi-judicial function and is entitled to the immunities and protections that the law accords to persons serving in that capacity.
- (2) United States district judges, bankruptcy judges, magistrate judges, senior judges, and retired judges are entitled to absolute judicial immunity while serving as neutrals.
- (i) **Compensation**. Unless the parties agree or the court orders otherwise, the cost of mediation will be borne equally by the parties.

- (1) The mediator will advise the parties of the mediator's fee schedule and required payment arrangements so the parties can include this information in the proposed order required by paragraph (e)(1).
  - (2) [A] If the expense of mediation or any matter regarding compensation creates issues that the parties, among themselves or with the mediator, cannot agree upon, the parties or the mediator may ask the court to resolve the matter.
  - [B] In doing so, the court will take into consideration the relative financial condition of the parties.
- (j) **Administrator**. The chief judge of the district will designate an employee or judicial officer of the district to act as the Administrator of the court's mediation program.
- (k) **Selection of Mediators and Other Neutrals; Roster of Neutrals**. The court recognizes that the parties have control over their own neutrals.
- (1) The court expects any private person who agrees to serve as a neutral to have training or experience commensurate with the responsibility undertaken.
- (2) In court-connected and other forms of mediation, it is desirable that the mediators selected by the parties have the requisite training and experience.
  - (3) The court does not:
    - [A] investigate and approve mediators and other neutrals; or
    - [B] create and maintain a roster of neutrals.
- (I) **Definitions**. The term Alternative Dispute Resolution (ADR) refers to any method other than litigation for resolution of disputes. Definitions of some common ADR terms follow.

Neutral – The term "neutral" as used in these rules refers to an impartial person who facilitates discussions and dispute resolution between parties in mediation, case evaluation or early neutral evaluation, and arbitration, or who presides over a settlement conference, summary jury trial or mini trial.

Mediation – Mediation is a process in which a neutral facilitates settlement discussions between parties. The neutral has no authority to make a decision or impose a settlement upon the parties. The neutral attempts to focus the attention of the parties upon their needs and interests rather than upon rights and positions. Although in court-annexed or court-referred mediation programs the parties may be ordered to attend a mediation session, any settlement is entirely voluntary. In the absence of settlement, the parties do not lose the right to a jury trial.

Arbitration – Arbitration differs from mediation in that an arbitrator or panel of arbitrators renders a decision after hearing an abbreviated version of the evidence. In non-binding arbitration, either party may demand a trial within a specified period. The essential difference between mediation and arbitration is that arbitration is a form of adjudication, mediation is not.

Case Evaluation or Early Neutral Evaluation – Case evaluation or early neutral evaluation is a process in which a judicial officer or lawyer with expertise in the subject matter of the litigation acts as a neutral evaluator of the case. Each side presents a summary of its legal theories and evidence. The evaluator assesses the strength of each side's case and assists the parties in narrowing the legal and factual issues in the case. This conference occurs early in the discovery

process and is designed to "streamline" discovery and other pretrial aspects of the case. The early neutral evaluation of the case may also provide a basis for settlement discussions.

Summary Jury Trial – The summary jury trial is a non-binding abbreviated trial by mock jurors. A neutral selected by the parties presides, acting in the fashion of a judge. Principals with authority to settle the case attend. The resulting advisory jury verdict is intended to facilitate settlement negotiations.

Mini Trial – The mini trial is similar to the summary jury trial in that it is an abbreviated trial presided over by a neutral. Attorneys present their best case to party representatives with authority to settle. Generally, no decision is announced by the neutral. After the hearing, the party representatives begin settlement negotiations, perhaps calling on the neutral for an opinion as to how a court might decide the case.

#### Related Provisions:

9 U.S.C. § 5	Appointment of arbitrators or umpire
9 U.S.C. § 6	Application heard as motion
9 U.S.C. § 7	Witnesses before arbitrators; fees; compelling attendance
9 U.S.C. § 9	Award of arbitrators; confirmation; jurisdiction; procedure
9 U.S.C. § 10	Same; vacation; grounds; rehearing
9 U.S.C. § 11	Same; modification or correction; grounds; order
9 U.S.C. § 12	Notice of motions to vacate or modify; service; stay of proceedings
9 U.S.C. § 13	Papers filed with order on motions; judgment; docketing; force and effect;
	enforcement
28 U.S.C. § 455	Disqualification of justice, judge, or magistrate
28 U.S.C. §§ 651–658	Alternative Dispute Resolution
Fed. R. Civ. P. 68	Offer of Judgment
Fed. R. Evid. 408	Compromise and Offers to Compromise
Fed. R. Evid. 501	General Rule [Privileges]

#### **Rule 16.3 Administrative Agency Appeals**

(a) **Applicability**. Unless otherwise ordered by the court, this rule applies to all appeals under the Administrative Procedure Act.

# (b) Agency Record.

- (1) The agency record, together with proof of service of notice of filing, must be filed not later than 60 days after the initial appearance by the defendants.
- (2) A request to augment the agency record must be filed not later than fourteen (14) days after notice is given that the agency record has been filed with the court.

#### (c) Briefing Schedule.

- (1) Plaintiff's principal brief, in the form of a motion for summary judgment, must be filed not later than 30 days after the agency record is filed.
- (2) Defendant's principal brief in opposition, which will be deemed a cross-motion for summary judgment, must be filed not later than 30 days after plaintiff has served and filed plaintiff's principal brief.
- (3) Plaintiff may file a reply to defendant's opposition not later than fourteen (14) days after service of the opposition.

#### (d) Extension of Time.

- (1) The parties may, by written stipulation, extend the time under subsections (b) and (c) by not more than fourteen (14) days, which extension need not be approved by the court.
- (2) Any extension of time other than as provided in paragraph (d)(1) may be granted only for good cause shown.

# (e) Failure to Timely File Briefs.

- (1) [A] A brief may be filed after the time for filing a brief, including any extensions of time for filing, has lapsed only by leave of the court.
- [B] Leave of court must be obtained by motion and, unless otherwise ordered by the court, no opposition to the motion may be served and filed.
  - [C] The moving party must set forth in the motion:
  - (i) that the moving party has conferred with the other party(ies) to the appeal and must advise the court whether the motion is opposed or unopposed:
    - (ii) the date the brief was due;
    - (iii) whether any extensions were given to file the brief; and
  - [D] The motion must be accompanied by:
  - (i) an affidavit or declaration under penalty of perjury stating the reason for seeking leave to file the brief late; and
    - (ii) a copy of the brief proposed to be filed.
- (2) In the event the plaintiff fails to file plaintiff's principal brief by the time specified, including any extensions thereof, the clerk will issue a notice that unless within ten (10) days after notice is sent, the brief together with a motion to accept a late filed brief as provided in paragraph (e)(1) is filed with the court or good cause for the failure to file the brief be shown, the clerk will enter an order dismissing the case.
- (3) Failure by the defendant to file defendant's principal brief may be deemed by the court as an admission that the appeal is well taken; provided, however, that the court will not enter judgment reversing the agency decision unless the agency record, taken as a whole, reveals that the agency action was erroneous as a matter of law.

#### Related Provisions:

5 U.S.C. §§ 701–706 Judicial Review

D.Ak. L.R. 7.2 Hearings

D.Ak. L.R. 7.3 Telephonic Participation in Civil Cases D.Ak. L.R. 10.1 Form of Pleadings and Other Papers

#### Rule 59.1 Motions for Reconsideration of Non-Appealable Orders

(a) **Applicability**. This rule applies solely to non-appealable interlocutory orders.

#### (b) Time for Filing.

- (1) Except as provided in paragraph (b)(2), a motion for reconsideration of an order must be filed not later than fourteen (14) days after entry of the order.
- (2) A motion for reconsideration of an order based on an intervening change of controlling law may be filed at any time.
  - (3) For the purposes of this subsection, an order is deemed entered:
  - (A) upon service by the clerk of the minutes of the proceeding, unless the court then announces an intention to prepare a written ruling; or
    - (B) upon service by the clerk of a written ruling.

- (c) **Motion**. A motion for reconsideration is limited to five (5) pages, and, where appropriate, affidavits, deposition excerpts, or other factual materials.
- (d) **Response**. No response to a motion for reconsideration may be filed unless requested by the court.
- (1) Unless otherwise ordered by the court, a response to the motion must be filed within fourteen (14) days of entry of the order requesting a response.
  - (2) A response is limited to five (5) pages.
  - (3) Generally, the court will not grant reconsideration without first requesting a response.
- (e) **Reply**. No reply may be filed unless requested by the court.
- (1) Unless otherwise ordered by the court, a reply must be filed within seven (7) days of entry of the order requesting a reply.
  - (2) A reply is limited to five (5) pages.

# Related Provisions:

Fed. R. Civ. P. 59	New Trials; Amendment of Judgments
D.Ak. L.R. 7.2	Hearings
D.Ak. L.R. 7.3	Telephonic Participation in Civil Cases
D.Ak. L.R. 7.4	Proposed Orders
D.Ak. L.R. 10.1	Form of Pleadings and Other Papers

# Rule 4.1.1. Complaint, Warrant, or Summons by Telephone or Other Reliable Electronic Means

- (a) Discretion of Magistrate Judge. The consideration of information communicated by telephone or other reliable electronic means is at the discretion of the magistrate judge.
- **(b) Request**. Except in exigent circumstances for good cause shown, a request to consider information communicated by telephone or other reliable electronic means must be submitted to the magistrate judge not less than twenty-four (24) hours prior to the presentation of the complaint, warrant, or summons for approval or issuance.
- **(c) Contents.** The request to consider information communicated electronically must, to the extent applicable, include:
  - (1) the name, position or title, and physical location of the person providing the information;
  - (2) brief description of the nature of the information; and
  - (3) a short, specific statement of the basis for the request that the information be considered by electronic means.
- (d) Responsibility of the Requesting Party. It is the responsibility of the requesting party to ensure compliance with the requirements of Federal Rule of Criminal Procedure 4.1

## Related Provision:

Fed. F	R. Crim.	P. 3	Complaint
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Fed. R. Crim. P. 4 Arrest Warrant or Summons on a Complaint

Fed. R. Crim. P. 4.1 Complaint, Warrant, or Summons by Telephone or Other Reliable Means

Fed. R. Crim. P. 41 Search and Seizure

Fed. R. Crim. P. 45 Computing and Extending Time

#### Rule 49.1 Electronic Case Filing

# (a) Cases Assigned to CM/ECF System.

- (1) Except as otherwise provided by this rule or order of the court, all pleadings, papers, and documents filed in all criminal cases in this district must be filed electronically utilizing the CM/ECF System.
  - (2) In CVB cases, pleadings and documents are filed conventionally.
- (b) **Procedures**. Except as otherwise provided in this rule, the filing of documents in electronic format will be in accordance with D.Ak. L.R. 5.3.
- (c) Special Filing Requirements for Criminal Cases.
  - (1) Indictments.
    - [A] Indictments must be presented to the court in conventional (paper) format; and
    - [B] On a disk in electronic (.pdf) format as follows—
    - (i) the entire indictment with the name and/or signature of the jury foreperson redacted, and
    - (ii) as a separate document, the signature page bearing the digitally imaged ("scanned") signature of the jury foreperson.
  - (2) Complaints, Warrants, and Summonses.
  - [A] Complaints, warrants, and summonses may be filed conventionally or electronically in accordance with the CM/ECF Administrative Procedures promulgated by the Clerk of the Court.
    - [B] Complaints, warrants and summonses may be issued electronically.

(3) CJA Documents. CJA Documents will be filed as provided in the CJA Plan and CJA Compensation Policy Manual adopted by the court and the CM/ECF Administrative Procedures promulgated by the Clerk of the Court.

# **Related Provisions:**

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Fed. R. Crim. P. 4.1	Complaint, Warrant, or Summons by Telephone or Other Reliable
	Electronic means
Fed. R. Crim. P. 41	Search and Seizure
Fed. R. Crim. P. 49	Serving and Filing Papers
Fed. R. Crim. P. 49.1	Privacy Protection for Filings Made with the Court
D.Ak. L.R. 3.3	Venue; Place of Trial; Filings in Satellite Offices
D.Ak. L.R. 5.2	Service on Parties by the Court
D.Ak. L.R. 5.3	Electronic Case Filing
D.Ak. L.R. 10.1	Form of Pleadings and Other Papers
D.Ak. L.R. 79.1	Court Record; Notice of Filing; Docketing
D.Ak. L.R. 79.2	Books and Records of the Clerk; Access and Copies